

ATTENDANCE OFFICER

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides responsible administrative support to supervisor(s). Responsible for preparing, maintaining, and receiving records. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for administrating school attendance programs.
- Coordinating activities and maintaining accurate records regarding student attendance, absences, trancies, early dismissal, late arrivals, tardiness to class and related activities.
- Provides direction, training and assistance to employees as assigned and coordinates daily work activities
- Responsible for taking incoming phone calls.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, and secretarial skills in addition to superior customer service and communication skills; ability to prioritize multiple tasks; telephone skills and the ability to operate standard office equipment as well as a personal computer.

EDUCATION AND EXPERIENCE:

High school diploma or GED required; computer training and some office experience preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.